

## Memorial Hall & WB Eva Pavilion CHECK LIST

- EMPTY ALL BINS INTO OUTSIDE BINS
- FLOORS TO BE SWEPT CLEAR OF ALL DEBRIS
- ALL DECORATIONS TO BE REMOVED
- KITCHEN & BAR AREA TO BE LEFT CLEAN & TIDY
- FRIDGES WIPED OUT, DOORS OPENED AND TO BE TURNED OFF
- CROCKERY & CUTLERY TO BE WASHED AND RETURNED TO CUPBOARDS
- ALL CHAIRS TO BE STACKED: Memorial Hall chairs to be stacked corner of Lesser Hall

WB EVA Pavilion - chairs to be stacked in store room

- TRESTLE TABLES TO BE CLEANED AND RETURNED TO STORE ROOM, PLACED IN RACKS FACE TO FACE TO PREVENT DAMAGE TO SURFACE OF TABLE
- ENSURE ALL DOORS/WINDOWS ARE LOCKED, HEATERS/FANS, LIGHTS ARE OFF PRIOR TO LEAVING THE VENUE
- KEY HANDED BACK TO SHIRE OFFICE AT EARLIEST OPPORTUNITY

THESE CONDITIONS MUST BE STRICTLY ADHERED TO. AN INSPECTION WILL TAKE PLACE AFTER EACH FUNCTION.

## <u>PLEASE NOTE:</u> IF ANY OF THE ABOVE NEEDS TO BE COMPLETED BY SHIRE STAFF THE COST WILL BE CHARGED AT THE HIRERS EXPENSE OR DEDUCTED FROM THE BOND.